

AMBER COURT MANAGEMENT (NO 2.) LIMITED
SERVICE CHARGE ACCOUNTS
FOR THE YEAR ENDED
31 MARCH 2015

Flat Management Co. Accounts Limited
50 Downend Road
Bristol BS16 5UE

Reference No. BS2873

SERVICE CHARGE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2015

The directors present the service charge accounts for the year ended 31 March 2015.

PRINCIPAL ACTIVITY

The company's principal activity continues to be flat management.

DIRECTORS

The directors who served during the period were:-

M J Cain

J D Cleaver



SECRETARY

Blenheims Estate & Asset Management (SW) Ltd

12/02/16.

Dated

Managing Agent's statement

We are responsible for preparing the service charge statement of account for the year ended 31 March 2015 set out on pages 2 to 4. We are responsible for ensuring that the financial management of the service charges is sound and that there is an effective system of internal control which facilitates the proper use of the service charges and which includes arrangements for good management of the building and all communal grounds for which we have responsibility in accordance with the terms of the lease.

No leaseholder has made a request for a written summary of relevant costs in relation to the service charges payable or demanded as payable in the period in accordance with section 21 of the Landlord and Tenant Act 1985.

We confirm that all relevant costs included as expenditure in the service charge information is a proper charge to the property and is in accordance with the underlying lease(s).

All the accounting records have been made available to the reporting accountant for the purpose of their engagement and all transactions relating to service charges have been properly reflected and recorded in the accounting records. Any significant matters of which we consider the reporting accountant ought to be aware have been brought to their attention.

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience sufficient to satisfy ourselves that we can make the above representations.


Managing Agent
Blenheims Estate & Asset Management (SW) Ltd

12/02/16
date

Accountant's report of factual findings

In accordance with our engagement letter dated 13 December 2013, we have performed the procedures agreed with you with respect to the service charge statement as set out on pages 2 to 4 for the year ended 31 March 2015.

This report is made to the Landlord for issue with the service charge supplementary information in accordance with the terms of our engagement. Our work has been undertaken to enable us to make this report to the Landlord and for no other purpose. To the fullest extent permitted by law we do not accept or assume responsibility to anyone other than the Landlord for our work or for this report.

Basis of report

Our work was carried out having regard to Tech 03/11 'Residential service charge accounts' published jointly by the professional accountancy bodies with ARMA and RICS. In summary, the procedures we carried out with respect to the service charge accounts were:

- 1) We obtained the service charge accounts and checked whether the figures in the accounts were extracted correctly from the accounting records maintained on behalf of the landlord;
- 2) We checked, based on a sample, whether entries in the accounting records were supported by receipts, other documentation or evidence that we inspected; and
- 3) We checked whether the balance of service charge monies for this property shown on page 4 of the service charge accounts agreed or reconciled to the bank statement(s) for the account(s) in which the funds are held.

Because the above procedures do not constitute either an audit or a review made in accordance with International Standards on Auditing (UK and Ireland) or International Standards on Review Engagements, we do not express any assurance on the service charge accounts other than in making the factual statements set out below.

Had we performed additional procedures or had we performed an audit or review of the financial statements in accordance with International Standards on Review engagements, other matters might have come to our attention that would have been reported to you.

Report of factual findings

- a) With respect to item 1) we found the figures in the statement of account to have been extracted correctly from the accounting records.
- b) With respect to item 2) we found that those entries in the accounting records that we checked were supported by receipts, other documentation or evidence that we inspected.
- c) With respect to item 3) we found that the balance of service charge monies shown on page 4 of the service charge accounts agrees or reconciles to the bank statement for the account(s) in which the funds are held.

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Andrew Baguley ACA
For Flat Management Co. Accounts Ltd
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SERVICE CHARGE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2015

	2015	2014
	£	£
REVENUE		
Contributions per budget	7,560	9,000
Interest received	2	2
Release from Reserve Fund in year	0	613
TOTAL REVENUE	<hr/> 7,562	9,615
LESS: EXPENSES		
Insurance - buildings	1,781	1,905
Insurance - directors and officers	111	32
Heat, light and power	927	563
Gardening	1,000	900
Cleaning	755	480
Repairs	317	1,200
Fire protection	180	150
Management charges	2,280	2,246
Accountancy	198	192
Companies House fee	13	13
Transfer to Reserve Fund per budget	220	1,934
TOTAL EXPENSES	<hr/> 7,782	9,615
(DEFICIT)/SURPLUS FOR THE YEAR	(220)	0
BALANCING CHARGE FOR THE YEAR	220	0
	<hr/> 0	0
	<hr/> <hr/>	

SERVICE CHARGE BALANCE SHEET AS AT 31 MARCH 2015

	Notes	2015 £	2014 £
CURRENT ASSETS			
Debtors	2	3,973	2,572
Cash at bank and in hand		2,439	3,429
		6,412	6,001
CREDITORS:			
Amounts falling due within one year	3	3,296	2,050
		3,116	3,951
NET ASSETS			
Retained surplus		0	1,270
Reserve Fund		3,116	2,681
		3,116	3,951
RESERVES			
	4	3,116	3,951

NOTES TO THE SERVICE CHARGE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2015

1 ACCOUNTING POLICIES

The accounts are prepared on an accruals basis.

2 DEBTORS

	2015	2014
	£	£
Due within one year		
Service charge contributions due	1,681	477
Balancing charge due re result in year	220	0
Prepayments	2,072	1,355
Other debtors	0	740
	—————	—————
	3,973	2,572
	—————	—————

3 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015	2014
	£	£
Contributions received in advance	2,520	0
Sundry creditors and accruals	776	2,050
	—————	—————
	3,296	2,050
	—————	—————

4 MOVEMENT ON RESERVES

	2015	2014
	£	£
Retained (deficit)/surplus for the year	(220)	0
Transfer to Reserve Fund	220	1,934
Reserve Fund expenditure	(1,055)	(613)
Opening reserves	3,951	2,630
	—————	—————
Closing reserves	2,896	3,951
	—————	—————